

Annual internal audit report to:

Name of body: **Insert name of body** YSCIR COMMUNITY COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2019.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				① Cash Book to bank statements checked ② Year end reconciliation checked ③ Sample checks of vouchers and cheque stubs to 'cash book'
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				① Financial Regs: letter of internal audit appointment met. ② payments supported by invoices ③ Expenditure approved checked July '18 ④ Aug '18 and March '19 £95,83 ('18) received £1519; £59,85 ('19)
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				27/3/19 meeting, agenda item 6 - risk assessment presented and approved.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				① Precept considered on 23/1/19 ② Budget to expenditure and variance reported to council at each meeting ③ £14 on bond & projected of £2,262 reserves at 31/3/20.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				① Three precept receipts. Agreed at 10/1/18 and £7,136 received in 18/19 ② Precept HMC receipts and ③ Santander Dividends received - ④ Dividends checked to documents -
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		No petty cash
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				① Members do not claim. ② Clerk's salary received at 21/1/18 meeting ③ PAYE/NI applied using HMC basic tools software.
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				① Assets recorded and checked by clerk only - valued at £2,560 ② Santander investments checked on-line on 29/3/19 by clerk 100 shares valued @ £354 (£529.29/31)